Tips for Uploading Courses and Pathways

Into MCIS's Montana Achievement Plan (MAP)

1) Download the Course Template from MCIS Administration Tools. Go to: MCIS Administration Tools (http://mtcis.intocareers.org), select Course Planner Editor, select Export/Import Courses (please read the instructions on this page for further information), select whether to export a blank template or to export the state default courses to use as a starting point, and select Export Template. Save this file to your hard drive to work on.
    a. Using only the subjects provided in the Template (a drop-down list in the first column), enter all school course offerings by subject.
    b. Upload Courses into MCIS following the "Import" instructions on "Export/Import Courses" page in MCIS Administration Tools.
2) Download the Pathways template from MCIS Administration Tools. Go to: MCIS Administration Tools (http://mtcis.intocareers.org), select Course Planner Editor, select Export/Import Pathways (please read the instructions on this page), select whether to export a blank template or to export the state default pathways to use as a starting point, and select Export Template. Save this file to your hard drive to work on.
    a. For each Pathway you will need to do a separate line by year (i.e., freshman, sophomore, etc.).
    b. For each year and Pathway you will enter "requirements" (e.g., "Full year English, Math, Science, one elective"). The pathway requirements will show up at the top of the user's course plan under the Pathway selection. You can use this to indicate required Subjects (Math, English, etc.), recommend certain electives, or to provide reminders like "Take the PSAT" on the sophomore year requirement line.
    c. Upload the Pathways into MCIS following the "Import" instructions on "Export/Import Pathways" page.
3) After you have imported your courses and pathways, download the Courses in Pathways template from MCIS Administration Tools. Go to: MCIS Administration Tools (http://mtcis.intocareers.org), select Course Planner Editor, select Export/Import Courses in Pathways (please read the instructions on this page), and select Export Template. Save this file to your hard drive to work on.
4) Map courses to Pathways. The following is just a recommendation on how to map Pathways and is not the only way to accomplish the task.
    a. Identify existing Pathways within your school. These do not have to conform to titles of existing Pathways or Career Clusters; these can be school specific like Automotive, College Prep, Carpentry, Ag Science, Business, etc.
    b. Map required courses all students must take to graduate. This will be your starting point for all Pathways. For example, all seniors are usually required to take Government, all freshman take health and PE, etc. At this point it is also helpful to populate the subjects all students will be required to take at each grade level. For example, English will need to have a course recommendation for each grade level and all freshmen will take a Math class, etc. See attached example.
    c. Work with the academic and subject matter teachers to determine what courses are recommended for students to take each of the 4 years of high school. Think of this a building a four year high school course plan for a student, only instead of a specific student you are doing it for any student interested in a specific area of study.
        i. Select the appropriate course recommendations for required subjects.
        ii. At this point you find it helpful to create a "Student's Choice" course title in some subject areas. For example, some Pathways will not require a Fine Arts credit but graduation requirements do, so a "Student's Choice" course title can tell a student they need to pick a class in that subject area in the grade you feel it is best or optimal.

iii. Next add courses by grade that will meet the recommended course sequence for the Pathway you are working on. For example, for an IT Pathway, 9th grade, Intro to Computing; 10th grade Computer Programming I; etc.

iv. At this point it may be necessary to create a second like Pathway to accommodate different options within a Pathway. For example, the difference in workforce prep (2 year degree) vs. 4 year prep core Pathway.

v. Have the Pathway recommended set of courses reviewed by someone outside the core group for accuracy (matching courses to what is offered and no duplication).

vi. Once the above is done on a form like the one below, enter the data/information into the Pathways Template downloaded in Step 3. If you need help with this step, please contact Shaunda Hildebrand at shildebrand@mt.gov or 406-444-3239 or 1-800-541-3904.

1. The Pathway_SchoolYear column has a drop-down list with the pathway name and school year (e.g., Freshman), separated by "___" (3 underscore characters)

2. The Subject_Course column has a drop-down list with the state-defined subjects and the course name separated by "___" (3 underscore characters)

3. The Term column is a drop-down with the state-defined terms.

5) Upload "Courses in Pathways" file into MCIS following the "Import" instructions on the "Export/Import Courses in Pathways" page.

Example for 4b:

9th Grade

Science	Math	English	Health/PE	Social Studies		
			Freshman PE	World Cultures		
			Freshman Health			

10th Grade

Math	English	Health/PE	Science			
		Sophomore PE				
		Sophomore Health				

11th Grade

English	Social Studies					
	US History					

12th Grade

English	Social Studies					
	Government					